

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. "Reverse Personal Rank Assignments"

A number of our statistical studies over the past several months have shown widespread under-slotting (assigning an employee to a position of higher grade than he holds) which distorts recruitment requirements and brings into question the validity of the position grades shown on Stairing Complements. We believe that it is time to institute some degree of control while retaining sufficient flexibility to permit "under-slotting" for training and development purposes. Consequently, we are preparing a recommendation to amend the regulation on assignments to include the following ground rules:

a. Under-slotting of two grades at GS-11 and below (e.g., GS-9 employee in GS-11 job) and of one grade at GS-12 through GS-15 (e.g., GS-12 employee in GS-13 job) would be permitted routinely.

b. Underslotting of more than two grades at GS-11 and below and of more than one grade at GS-12 through GS-15 levels would be permitted only for a specified time period, normally not more than two years, and only when justified.

We have tentatively designated the cases in b. above as "reverse personal rank assignments." If our proposal is accepted, the not-to-exceed dates of these reverse PRA's will be recorded on the computer and called up for follow up just as is now being done for PRA's involving the assignment of an employee to a position of lower grade than he holds.

2. In-Hiring Rates for JOT's

At the request of the Chief, JOEP, we are making an informal review of the starting salaries being offered elsewhere to individuals with JOT qualifications. There has been no evidence that our rates are not competitive but the present emphasis on selecting older JOT's with either graduate study or experience may require us to modify the previous practice of bringing all, or nearly all, JOT's on board at GS-7. A scale offering higher grades on the basis of qualifications may be desirable. If our present review indicates that a change is needed, we will submit a proposal for your approval.

3. Service Academy Recruitment

Rear Admiral W. J. Smith, Superintendent of the U. S. Coast Guard Academy, has acknowledged our letter concerning our interest in 1964 graduates who cannot be commissioned for minor medical reasons. His reply indicated that any such young men would be advised to write to us; however, he did not indicate that any have been identified as yet.

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**4. Athletic Trophy Presentation**

Arrangements have been made for a trophy presentation at noon on 3 March. The ceremony will be held in the auditorium. General Carter, Mr. Kirkpatrick, Colonel White, and Mr. Cline have indicated their willingness to participate in the program. There are 87 trophies to present in softball, touch football, and golf.

**5. IG Survey of Personnel**

25X1A9a [redacted] met with the Director of Personnel and members of his staff on 27 February to discuss the functions and activities of the Contract Personnel Division. The IG team showed special interest in the number of non-staff employees, the variety of employment arrangements for them, and the scope and level of control over the use of non-staff personnel.

25X1A9a [redacted] has requested information concerning the number of employees returned from the field short of completing their tours. He indicated that some people believed that the number was increasing. The Chief, Clandestine Services Personnel Division is compiling data on DD/P cases to review with [redacted] when he visits CSPPD during the week of 2 March. The Commo Personnel Officer supplied the following estimates from his records:

1961 - 21  
1963 - 35

He indicated that the tabulation covered early returns for any reason. [redacted] also pointed out that Commo's overseas strength had increased about [redacted] from 1961 to 1963 and, in further explanation of the increase of 14 in early returns, that there had been 5 for marriage-to-an-alien in 1963 which was a higher number than normal.

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25X1A9a Following his visit to some of our field recruitment officers, [redacted] asked for a current estimate of the time lapse from interview to EOD. He indicated that some of the recruiters estimated it at six months. Personnel Operations Division is reviewing recent EOD's to provide a factual basis for answering the question.

**6. Secretary for White House**

25X1A9a We were advised on Saturday morning, 29 February, that Mr. [redacted] 25X1A9a wanted [redacted] to report to his office for temporary duty beginning Monday, 2 March. [redacted] 25X1A9a and her supervisors were notified. It appears that [redacted] 25X1A9a will serve as Mr. [redacted] 25X1A9a and may be transferred to the White House rolls at a later date.

25X1A9a The White House also obtained a 90-day extension of the non-reimbursable detail of [redacted] a GS-4 clerk, [redacted] 25X1A9a indicated that he is happy in his job there and we have no immediate assignment for him.

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**7. London Religious Services**

The third weekly services were conducted on 26 February. There were 262 employees at the Catholic services; their good-will offering was \$58.62. There were 302 employees at the Protestant services; their good-will offering totalled \$27.90.

**8. Recreation Association Activities**

Between 13 February and 28 February, 6,900 World's Fair tickets were sold for \$8,500. During 28 February, the last day of the sale, 3,440 tickets were sold for \$4,220. This was the greatest single day's business for any item since sales were commenced 15 January 1964.

**9. UNHIC and DEFEA Insurance**

There have been 617 increases in UNHIC insurance and DEFEA applications total 1,473 of which [REDACTED] have been received from personnel assigned overseas.

**Emmett B. Nichols  
Director of Personnel**

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25X1A9a OO/Pers [REDACTED] (2 March 1964)